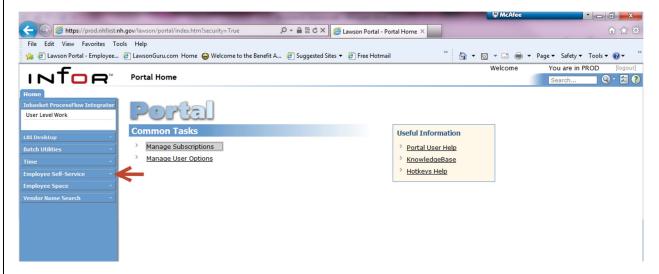
NH FIRST EMPLOYEE SELF SERVICE (ESS)

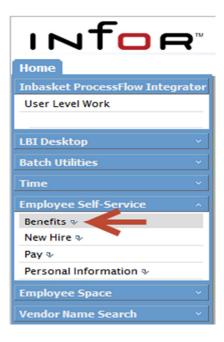


How to Review, Download and Print Your Current Benefit Coverage

Once you are logged into NH FIRST, you will arrive on the "Portal Home" page. Click **on Employee Self-Service** bookmark on the left side of the screen to access your **Current Benefits**.



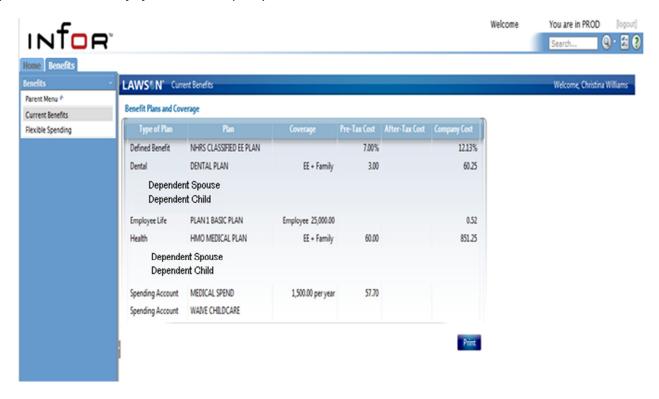
Then click on **Benefits** in the drop down.



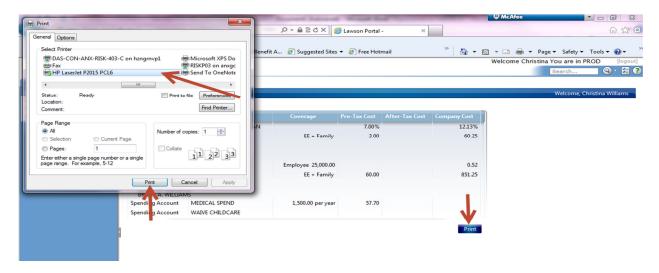
October 2014 Page 2

The system will take you to the **Current Benefits** screen and will display your benefit plans and coverage you are enrolled in as of the date you go to this screen. This screen will only display your enrollment in New Hampshire Retirement System (NHRS), Medical (HMO or POS), Dental and Flexible Spending (FSA)Benefits (Medical and/or Dependent Child Care) if applicable.

Note: If you did not enroll in FSA benefits for the 2014 plan year or if you waived your coverage you may not see your enrollment in a Waive plan for that benefit. This portion of your Current Benefits may be blank. If it is blank, it is assumed that you waived that benefit for the current plan year.



If you would like to print a copy of your **Current Benefits**, you can click on **Print**, choose your printer you want to print to and click on **Print**.



October 2014 Page 3

The print out will contain the following information:

Employee Name: Employee Number:

| Type of Plan | Plan | Coverage | Pre-Tax Cost | After-Tax Cost | Company Cost |
|-------------------------------------|-------------------------|--------------------|-----------------|-------------------|-----------------|
| Defined Benefit | NHRS CLASSIFIED EE PLAN | | 7.00% | | 12.13% |
| Dental | DENTAL PLAN | EE + Family | 3.00 | | 60.25 |
| Dependent Spouse Dependent Child | | | | | |
| Employee Life | PLAN 1 BASIC PLAN | Employee 25,000.00 | | | 0.52 |
| Health | HMO MEDICAL PLAN | EE + Family | 60.00 | | 851.25 |
| Dependent Speuse Dependent Child | | | | | |
| Spending Account | MEDICAL SPEND | 1,500.00 per year | 57.70 | | |
| Spending Account | WAIVE CHILDCARE | | | | |

You have completed viewing, downloading and printing your current benefits coverage for yourself and your dependents for health, dental, flexible spending (medical and dependent child care) and NH Retirement System.

October 2014 Page 4